# HOW TO CREATE YOUR E-PORTFOLIO
Create 2 folders, 2 word files, and Create 6 slides in Powerpoint…

A. Create a folder in "My Documents" called *[yourlastname] portfolio.*

B. Within this folder, you will make another folder called *Files.*

C. Now Create **two WORD documents**. Name one file "**Resume**" and another one "**Autobiography**". Save them in the folder you named "**FILES**".

D. Now open PowerPoint and save it as *[yourlastname]INDEX* in the portfolio folder you made*.*

    a. **SLIDE ONE:** Create an Introduction slide. Put Your Name, "Electronic Portfolio Presentation", and the years you are in High School (2009-2010)

    b. **SLIDE TWO:** Slide that is titled "Goal Statement". You may not have time to write your goals today. You can list your goals, or you can write them in a paragraph form. Your goals may include what you plan to do after high school, clubs you plan to be in, or sports you are in or plan to join.

    c. **SLIDE THREE:** A slide that is titled "Index". Put these words on this slide…

- Philosophy (you will write this later)
- Resume *(Hyperlink this to the file you created in "C" above)*
- Autobiography *(Hyperlink this to the file you created in "C" above)*
- Education (you can write these out today, and perhaps where you would like to go to college)
- Examples of My Work

    d. **SLIDE FOUR:** A slide that has your philosophy AND a button back to the index, or a link that takes you back to your index.

    e. **SLIDE FIVE:** A slide that has your education AND a button back to the index, or a link that takes you back to your index.

    f. **SLIDE SIX:** A slide with examples of your work…

- PowerPoint Examples (you will list them under this as you create them)
- Excel Examples (you will list them under this as you create them)
- Also, maybe a webpage you may have designed?
- Digital Images you designed?
- Be sure to put a button or link back to the index.

Directions for PowerPoint

1. Hyperlinks: To insert a hyperlink, highlight the word or words you want to hyperlink. RIGHT click and choose "Hyperlink". Decide if it is a place in this document, or if it is a separate file. Browse for the file and select it.
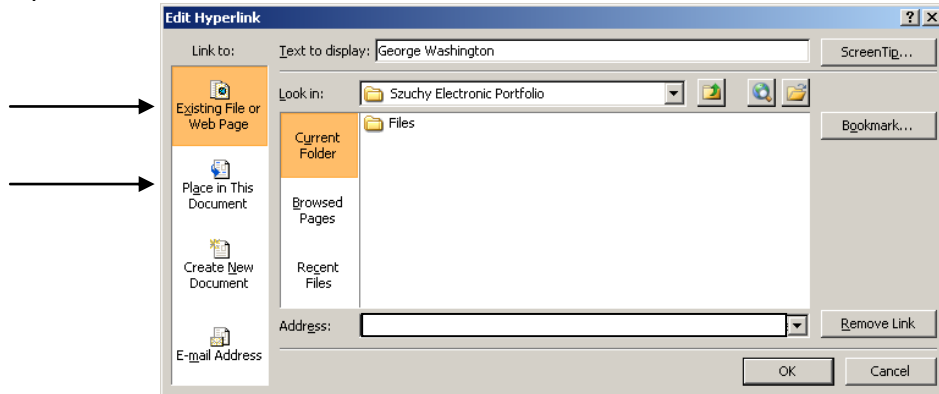
If you need to change the hyperlink to another file, select the text, RIGHT CLICK and now click on "Edit Hyperlink".

Note: Hyperlinks will not work until you view the show.

2. Inserting new slides…
   a. PowerPoint 2007: On the HOME ribbon, click "New Slide".
   b. Earlier versions of PowerPoint… click on "Insert", then "New Slide".

3. Inserting slide transitions:
   a. PowerPoint 2007: Click the ANIMATIONS ribbon and choose your transition.
   b. Earlier versions of PowerPoint… click "Slide Show", then "Slide Transitions".

4. To insert a background:
   a. PowerPoint 2007: Click on the DESIGN ribbon, and then "Background Styles".
   b. Earlier versions of PowerPoint… click "Format", then "Backgrounds".

5. To add a button:
   a. PowerPoint 2007: Click INSERT…SHAPES…Action Buttons (at the bottom)
   b. Earlier versions of PowerPoint… Click "Slide Show", then Action Buttons

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6. **To take your portfolio home… you need to pack up all the files using Pack and Go.**
   a. **PowerPoint 2007: Click the Windows button, then Publish, then Package for CD.**
   b. **PowerPoint 2010: Click "File", then "Save and Send" then "Package for CD". Then click the "Copy to Folder" button. Name the folder. Browse for a location (a flash drive for example). Click OK.**
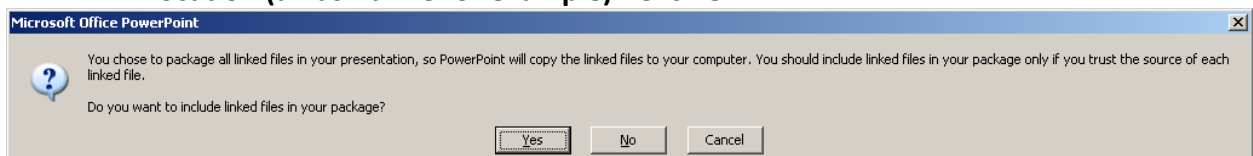
You must click **YES** here. That way all of your hyperlinked files are copied to your flash drive.